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21 May 1951

MEMORANDUM

TO : Deputy Comptroller
FROM : Finance Division
SUBJECT: Receipts for Expenditures

1. Reference is made to your memorandum of 30 April 1951, relative to the contemplated issuance by OPC [redacted] governing the submission and the Headquarters' handling of receipts for expenditures by field operations. The lack of consistency in the method of sterilization and transmission of true name documents represents both a security and administrative problem, and the Finance Division is experiencing considerable difficulty in the reconciliation of receipts and other true name data to the accountings submitted because of the variety of methods used by the field and foreign divisions in sterilizing and transmitting such documents. Generally speaking, the following practices prevail:

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- (a) Some stations send true name receipts with their accounts to the foreign division. In some instances the foreign division extracts the operational true name receipts before sending the accounts to the Finance Division.
- (b) Some stations send true name receipts in separate pouches from their accounts.
- (c) Some stations excise the true name signatures and send the excised receipts with the accountings and send the signatures to the foreign division.
- (d) Other stations and foreign divisions use a combination of the above methods.

2. It is understood that the Audit Division objects to these practices and the establishment of a clear-cut policy with reference to the submission and subsequent handling of receipts will be of great benefit to this Division.

3. Any further information you may desire in connection with this matter will be gladly furnished upon request.

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[redacted]
Acting Chief, Finance Division

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